



MASTER FILE  
DEPARTMENT OF THE NAVY  
NAVAL AMPHIBIOUS BASE LITTLE CREEK  
2600 TARAWA COURT SUITE 100  
NORFOLK, VIRGINIA 23521-3297

FILE COPY

IN REPLY REFER TO:

NAVPHIBASELCREEKINST 4235.3X  
NO1SUP  
20 Sep 99

NAVPHIBASELCREEK INSTRUCTION 4235.3X

Subj: STOCK NUMBER REQUISITIONING PROCEDURES FOR NAVPHIBASE  
LCREEK DEPARTMENTS/STOREFRONTS

Ref: (a) NAVSUP Manual Vol II  
(b) NAVSUP P-437

Encl: (1) Single Line Item Requisition (DD Form 1348) Example  
(2) Bearer Walk-thru Requisition (DD Form 1348) Example  
(3) NAVPHIBASE LCREEK Project Codes

1. Purpose. To establish requisitioning procedures for Naval Amphibious Base Little Creek (NAVPHIBASE LCREEK) Departments/Storefronts (separate from that of SERVMART procedures) for obtaining material in the supply system in accordance with references (a) and (b). Changes to this instruction constitute a major revision; therefore, additions, deletions, or changes are not individually marked.

2. Cancellation. NAVPHIBASELCREEKINST 4235.3W is hereby cancelled.

3. Policy

a. The Inventory Control Branch of the NAVPHIBASE LCREEK Storefront Regional Supply Office (NO1SUP) is responsible for document review, processing, and control of all stock numbered requisitions submitted into the supply system.

b. Requisition number assignment will be in accordance with the current Regional Resources Support Office memorandum in the 7000 series.

4. Action. NAVPHIBASE LCREEK Departments/Storefront will requisition material as follows:

a. Utilizing Fast Data, forward stock numbered requisitions to the Inventory Control Branch, building 3015, using the Single Item Requisition (DD Form 1348 6 PT) for all supplies and/or equipment, as well as forms and publications. **Requisition julian dates cannot be older than 3 working days** in order for the automated system to accept and process requirements. Documents will be prepared using the guidelines contained in enclosures (1) through (3).

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b. Customers requiring document preparation assistance for material identification or document coding (unit price, distribution, unit of issue, etc.) can contact the Technical Section, Inventory Control Branch at extension 462-7514/7822.

c. Bearer walk-thru and quick-pik stock numbered requisitions will be prepared in accordance with enclosure (2). A stock availability check will be made with the Fleet and Industrial Supply Center, Norfolk by the end-user of the requested stock number prior to bringing the document to the Inventory Control Branch for review and processing.

Note: All Bearer walk-thru documents must be a priority 7 and have a brief justification typed in the remarks block.

d. A signed and dated copy of all bearer walk-thru and quick-pik receipt documents will be brought back to the Inventory Control Branch on the same day of the transaction. These copies are necessary to complete and clear the material outstanding file in accordance with reference (b).

5. Forms. The Single Line Item Requisition (DD Form 1348-6 PT, S/N 0102-1f-014-1600) are available in the Navy Supply System and can be requisitioned in accordance with the above procedures and NAVSUP P-2002.

  
W. C. WRIGHT, Sr.

Distribution:

NAVPHIBASELCREEK/REGPUBSAFETYINST 5216.2P

List IA, IB (1, 1A, 2, 2A, 3, 3A only), IC, ID -Case A

Stocked by:

Commanding Officer

Naval Amphibious Base Little Creek

2600 Tarawa Court, Suite 100

Norfolk, VA 23521-3297

20 Sep 99

## SINGLE LINE ITEM REQUISITION (DD FORM 1348) EXAMPLE

|  |  |              |  |     |  |      |  |     |  |               |  |          |  |                                     |  |      |  |        |  |                       |  |      |  |              |  |         |  |                |  |            |  |
|--|--|--------------|--|-----|--|------|--|-----|--|---------------|--|----------|--|-------------------------------------|--|------|--|--------|--|-----------------------|--|------|--|--------------|--|---------|--|----------------|--|------------|--|
| DOC. IDENT.  |  | ROUT. IDENT. |  | FSC |  | NIIN |  | ADD |  | UNIT OF ISSUE |  | QUANTITY |  | REQUISITIONER                       |  | DATE |  | SERIAL |  | SUPPLEMENTARY ADDRESS |  | FUND |  | DISTRIBUTION |  | PROJECT |  | REQ. DEL. DATE |  | ADV. STAT. |  |
| SEND TO:   |  |              |  |     |  |      |  |     |  |               |  |          |  | REQUISITION IS FROM:                |  |      |  |        |  |                       |  |      |  |              |  |         |  |                |  |            |  |
| A. EDITING DATA  |  |              |  |     |  |      |  |     |  |               |  |          |  | B. STOCK NUMBER                     |  |      |  |        |  |                       |  |      |  |              |  |         |  |                |  |            |  |
| DOC. IDENT. ROUTING IDENTIFIER M B   |  |              |  |     |  |      |  |     |  |               |  |          |  | FSC NIIN ADD UNIT OF ISSUE QUANTITY |  |      |  |        |  |                       |  |      |  |              |  |         |  |                |  |            |  |
| 1 2 3 4 5 6 44 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29   |  |              |  |     |  |      |  |     |  |               |  |          |  |                                     |  |      |  |        |  |                       |  |      |  |              |  |         |  |                |  |            |  |
| C. DOCUMENT NUMBER   |  |              |  |     |  |      |  |     |  |               |  |          |  | D. SUPPLEMENTARY ADDRESS            |  |      |  |        |  |                       |  |      |  |              |  |         |  |                |  |            |  |
| SERV. REQUISITIONER DATE SERIAL DEM. AND SERV. SUPPLEMENTARY ADDRESS SIG. H  |  |              |  |     |  |      |  |     |  |               |  |          |  | REMARKS                             |  |      |  |        |  |                       |  |      |  |              |  |         |  |                |  |            |  |
| 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48 49 50 51  |  |              |  |     |  |      |  |     |  |               |  |          |  |                                     |  |      |  |        |  |                       |  |      |  |              |  |         |  |                |  |            |  |
| FUND DISTRIBUTION PROJECT PRIORITY REQ. DEL. DATE  |  |              |  |     |  |      |  |     |  |               |  |          |  | STATUS DATA                         |  |      |  |        |  |                       |  |      |  |              |  |         |  |                |  |            |  |
| 52 53 54 55 56 57 58 59 60 61 62 63 64 65 66   |  |              |  |     |  |      |  |     |  |               |  |          |  | 1 2 3 44 62 63 64 65 66             |  |      |  |        |  |                       |  |      |  |              |  |         |  |                |  |            |  |
| ADVISE   |  |              |  |     |  |      |  |     |  |               |  |          |  | RI-TO                               |  |      |  |        |  |                       |  |      |  |              |  |         |  |                |  |            |  |
| 65 66 67 68 69 70 71 72 73 74 75 76 77 78 79 80  |  |              |  |     |  |      |  |     |  |               |  |          |  | 67 68 69                            |  |      |  |        |  |                       |  |      |  |              |  |         |  |                |  |            |  |
| DOC. IDENT. ROUT. IDENT. FSC NIIN ADD UNIT OF ISSUE QUANTITY   |  |              |  |     |  |      |  |     |  |               |  |          |  | DOCUMENT NUMBER                     |  |      |  |        |  |                       |  |      |  |              |  |         |  |                |  |            |  |
| 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48 49 50 51 52 53 54 55 56 57 58 59 60 61 62 63 64 65 66 67 68 69 70 71 72 73 74 75 76 77 78 79 80 |  |              |  |     |  |      |  |     |  |               |  |          |  |                                     |  |      |  |        |  |                       |  |      |  |              |  |         |  |                |  |            |  |

NOTICE: NO X OVERS OR DASHES WILL BE ACCEPTED

BLOCK A N00189 FISC NORFOLK, VA  
 BLOCK B TOP LINE-DEPARTMENT CODE; BOTTOM LINE-N61414  
 NAVPHIBASE LCREEK NORFOLK, VA

BLOCKS 1-3 A0A  
 BLOCKS 4-6 PNZ  
 BLOCK 7 S

BLOCKS 8-20 NATIONAL STOCK NUMBER (NSN) 13 DIGITS  
 BLOCKS 23-24 UNIT OF ISSUE 2 DIGITS (ABBREVIATION)  
 BLOCKS 25-29 QUANTITY 5 DIGITS  
 BLOCKS 30-43 DOCUMENT NUMBER: BLOCKS 30-35 UIC N61414;  
 BLOCKS 36-39 JULIAN DATE (CAN NOT BE OLDER THAN  
 3 WORKING DAYS WHEN RECEIVED IN SUPPLY); BLOCKS  
 40-43 REQUISITION NUMBER ASSIGNED IN ACCORDANCE  
 WITH PARA 3.B.

BLOCK 44 R  
 BLOCK 45-50 JOB ORDER NUMBER 6 DIGITS BEGINING WITH "Y"  
 BLOCK 51 A ("D" FOR PUBLICATIONS)  
 BLOCK 52-53 U5  
 BLOCK 54-56 LEAVE BLANK  
 BLOCK 57-59 PROJECT CODE (SEE ENCLOSURE 3)  
 BLOCK 60-61 PRIORITY 07 CASREP (REQUIRES JUSTIFICATION AND  
 MESSAGE)  
 09 WORK STOPPAGE/SAFETY  
 14 ROUTINE/CONSUMABLES/OFFICE SUPPLIES

BLOCKS L-M NOMENCLATURE (NOUN NAME)  
 BLOCK P UNIT PRICE  
 BLOCK R EXTENDED PRICE  
 BLOCK T MARK FOR (WORK CENTER)  
 BLOCK U-V AUTHORIZED SIGNATURE (OPTIONAL)



BEARER WALK-THRU REQUISITION (DD FORM 1348) EXAMPLE

|             |  |              |  |     |  |      |  |     |  |               |  |          |  |                      |  |      |  |        |  |                       |  |      |  |              |  |         |  |          |  |           |  |           |  |
|-------------|--|--------------|--|-----|--|------|--|-----|--|---------------|--|----------|--|----------------------|--|------|--|--------|--|-----------------------|--|------|--|--------------|--|---------|--|----------|--|-----------|--|-----------|--|
| DOC. IDENT. |  | ROUT. IDENT. |  | FSC |  | NIIN |  | ADD |  | UNIT OF ISSUE |  | QUANTITY |  | REQUISITIONER        |  | DATE |  | SERIAL |  | SUPPLEMENTARY ADDRESS |  | FUND |  | DISTRIBUTION |  | PROJECT |  | PRIORITY |  | REQ. DATE |  | ADV. DATE |  |
| SEND TO:    |  |              |  |     |  |      |  |     |  |               |  |          |  | REQUISITION IS FROM: |  |      |  |        |  |                       |  |      |  |              |  |         |  |          |  |           |  |           |  |
| A.          |  |              |  |     |  |      |  |     |  |               |  |          |  | B.                   |  |      |  |        |  |                       |  |      |  |              |  |         |  |          |  |           |  |           |  |
| C.          |  |              |  |     |  |      |  |     |  |               |  |          |  | D.                   |  |      |  |        |  |                       |  |      |  |              |  |         |  |          |  |           |  |           |  |
| E.          |  |              |  |     |  |      |  |     |  |               |  |          |  | F.                   |  |      |  |        |  |                       |  |      |  |              |  |         |  |          |  |           |  |           |  |
| G.          |  |              |  |     |  |      |  |     |  |               |  |          |  | H.                   |  |      |  |        |  |                       |  |      |  |              |  |         |  |          |  |           |  |           |  |
| I.          |  |              |  |     |  |      |  |     |  |               |  |          |  | J.                   |  |      |  |        |  |                       |  |      |  |              |  |         |  |          |  |           |  |           |  |
| K.          |  |              |  |     |  |      |  |     |  |               |  |          |  | L.                   |  |      |  |        |  |                       |  |      |  |              |  |         |  |          |  |           |  |           |  |
| M.          |  |              |  |     |  |      |  |     |  |               |  |          |  | N.                   |  |      |  |        |  |                       |  |      |  |              |  |         |  |          |  |           |  |           |  |
| O.          |  |              |  |     |  |      |  |     |  |               |  |          |  | P.                   |  |      |  |        |  |                       |  |      |  |              |  |         |  |          |  |           |  |           |  |
| Q.          |  |              |  |     |  |      |  |     |  |               |  |          |  | R.                   |  |      |  |        |  |                       |  |      |  |              |  |         |  |          |  |           |  |           |  |
| S.          |  |              |  |     |  |      |  |     |  |               |  |          |  | T.                   |  |      |  |        |  |                       |  |      |  |              |  |         |  |          |  |           |  |           |  |
| U.          |  |              |  |     |  |      |  |     |  |               |  |          |  | V.                   |  |      |  |        |  |                       |  |      |  |              |  |         |  |          |  |           |  |           |  |

NOTICE: NO X OVERS OR DASHES WILL BE ACCEPTED

BLOCK N-O TYPE BEARER WALK-THRU OR QUICK PICK  
BLOCKS T-V JUSTIFICATION (MUST BE A REPAIR PART)  
ALL OTHER BLOCKS ENCLOSURE (1) INSTRUCTIONS APPLY

BEARER WALK-THRU REQUIREMENTS

1. MUST BE PRIORITY 07 (REPAIR AT ONLY)
2. MUST BE SMALLEST QUANTITY TO MEET IMMEDIATE NEEDS
3. HAND CARRY REQUISITIONS OB BLDG 3015, INVENTORY CONTROL BRANCH FOR REVIEW AND SIGNATURE
4. HAND CARRY REQUISITION TO FISC NORFOLK, BLDG W143, FIRST FLOOR, CUSTOMER SERVICE OFFICE TO PICK UP MATERIAL. RETURN SIGNED/DATED RECEIPT TO BLDG 3015, INVENTORY CONTROL BRANCH

QUICK PICK PROCEDURES

1. MUST BE PRIORITY 09
2. CAN NOT EXCEED FOUR REQUISITIONS
3. HAND CARRY REQUISITION TO BLDG 3015, INVENTORY CONTROL BRANCH FOR REVIEW AND SIGNATURE
4. HAND CARRY REQUISITION TO FISC NORFOLK, BLDG W143, FIRST FLOOR CUSTOMER SERVICE. RETURN SIGNED/DATE RECEIPT TO BLDG 3015, INVENTORY CONTROL BRANCH

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NAVPHIBASE LITTLE CREEK PROJECT CODES

BLOCK 57-59 ONE OF THE FOLLOWING:

- MK0 - CASREP (REQUIRES A MESSAGE AND JUSTIFICATION)
- MK1 - WORK STOPPAGE (REPAIR PARTS)
- MK5 - ROUTINE (REPAIR PARTS)
  
- MP1 - WORK STOPPAGE/SAFETY ITEMS (CONSUMABLES)
- MP5 - ROUTINE (CONSUMABLES)

**NOTE: CONSUMABLES INCLUDE ITEMS SUCH AS OFFICE SUPPLIES, FORMS, PUBLICATIONS, CLEANING SUPPLIES (NON-HAZMIN), TARGETS, ETC.**